

Fax or mail completed form to: NIH/CIT/Financial Mgmt Office,  
Fernwood Bldg, Rm.3G48F,  
Bethesda, MD 20892-4807  
FAX # 301-496-5009  
For additional assistance, contact the NIH helpdesk on 301-496-  
4357 TDD: 301-496-8294 or email [helpdesk@nih.gov](mailto:helpdesk@nih.gov)

## **Deregistration Official Authorization for CIT Accounts**

This form is used to establish or change the designation of the Deregistration Officials within an IC, organization or for particular CIT accounts.

### **1. Requesting Institute/Center (IC)**

### **2. New Deregistration Official:**

Name:

Address:

Phone:

Email:

FAX:

Userid:

### **3. New Alternate Deregistration Official:**

Name:

Address:

Phone:

Email:

FAX:

Userid:

### **4. Account Information:**

Accounts to be managed by the DO and Alternate DO:

### **5. Authorization:**

Executive Officer Signature

Date

*Note: User id will be registered to deregistration officials for access to Web Sponsor (web based CIT accounts management tool) if none currently exists. The Web Sponsor site – <http://websponsor.cit.nih.gov/titnspons/homepage> should be used for account management.*